

DEPARTMENT OF EMPLOYMENT RELATIONS BULLETIN

Subject Revised Recruitment Activity Plan
form (DER-MRS-139)

Date November 11, 1993

Number MRS-148 & AA-~~378~~

Attached is a copy of the revised Recruitment Activity Plan (RAP) form (DER-MRS-139). This form replaces Attachment #1 of the Wisconsin Personnel Manual - Staffing - Chapter 148. We have revised this form to:

- Help agencies achieve affirmative action goals;
- Reflect new programs such as the Entry Professional Program and the Critical Recruitment Program; and
- Incorporate changes regarding how announcement paragraphs are printed for agency distribution.

We have solicited and received comments and suggested changes from state agencies regarding the new RAP form and process. The comments and suggestions from the agencies have been considered and, where appropriate, incorporated into the new process.

Please begin to use this new RAP form immediately for all open recruitments, servicewide recruitments that involve classifications in underutilized job groups, and agency/unit promotionals. Previous RAP forms are now obsolete. Please destroy any copies. You may photocopy the new form. Printing masters are available from the Coordinator of State Recruitment at (608) 266-1728.

We are now requiring the use of the RAP form for classifications in underutilized job groups using servicewide recruitments and for agency/unit promotionals. Using well-thought-out recruitment techniques on the RAP will assist agencies to improve their recruitment efforts by increasing the applicant pool of affirmative action group members. Your agency Affirmative Action Officer (AAO) and the DER's Division of Affirmative Action (DAA) staff are available to help develop the affirmative action portion of recruitment plans.

We have also significantly revised the RAP form itself. Some of the major changes include:

- In Section 1, you must indicate whether the area of recruitment is open, servicewide, or agency/unit promotional; whether the classification is included in the Critical Recruitment Program or Entry Professional Program; and if staffing has been formally delegated. (**NOTE:** RAP forms must be completed for delegated titles and retained by the agency for use in future recruitments and monitoring by DER.) In Section 1 you must also state if you expect an increase or decrease in the number of applicants from the last recruitment, so we can provide adequate copies of written exams at test centers. Changes may occur due to recruitment advertising, the economy of the area, campus visits, etc.

- In Section 2, you must indicate if the job classification is or is not included in an underutilized job group for affirmative action purposes. If the classification is underutilized, the agency's Affirmative Action Officer (AAO) must approve the RAP even if the title is delegated for staffing purposes. This will enable the AAO to be aware of recruitments for all underutilized job titles before the jobs are announced. We have added this AAO approval step to ensure that we conduct aggressive recruitments to maximize our ability to meet affirmative action goals. We encourage you to consult with the DER's Division of Merit Recruitment and Selection (DMRS) or DAA staff to discuss recruitment strategies before you complete the RAP.

If the title is in an underutilized job group and you wish to conduct a servicewide recruitment, you must attach your justification to the RAP form. The justification will document compliance with the area of competition requirements of s. 230.19, Stats. NOTE: A DAA/DMRS Bulletin will be published in the near future regarding s. 230.19, Stats., guidance for state agencies. Questions arising before we issue that bulletin should be directed to the appropriate DMRS staffing analyst.

NOTE: The AAO shall immediately send an informational copy of the approved RAP (and, if appropriate, a copy of the justification) to the AA Recruitment Specialist at the Division of Affirmative Action so that the DAA will be aware of the transaction and have adequate time to assist the agency in its recruitment efforts.

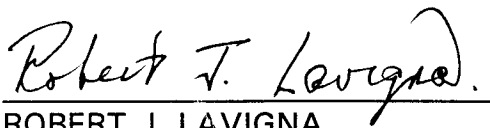
- In Section 3, you may indicate agency/unit promotional if the group of applicants will fairly represent the proportion of members of racial/ethnic minorities and women in the relevant labor pool for the state as outlined in s. 230.19, Stats. If you indicate agency/unit promotional you must attach your justification to the RAP form. The RAP must be approved by the agency's AAO and informational copies of the RAP and justification immediately sent to the DAA as indicated above in the "NOTE:" portion regarding Section 2.
- Section 4-A allows agencies to request printing masters of job announcements. DMRS will provide these masters at no charge. Agencies must arrange for their own printing.
- In Section 4-B through K, agencies must fully describe their recruitment activities. You should identify specific organizations, publications, etc., rather than just providing generalities. Keep in mind that special recruitment efforts are required for persons with disabilities for all vacancies. Targeted affirmative action recruitment is recommended for all job vacancies included in the "Long-Range Objectives" section of agency Affirmative Action Plans. This section serves as a summary of your recruitment plan and will serve as a foundation for future recruitments.


- Section 5 is for approvals, including a signature line for the agency AAO. That signature indicates that the AAO approves the area of competition analysis for compliance with s. 230.19, Stats. and the targeted recruitment activities for underutilized titles.

The Divisions of Affirmative Action and Merit Recruitment and Selection will be developing a training program for agency Affirmative Action and Personnel Officers to assist them with s. 230.19, Stats., analysis and Affirmative Action recruiting.

DMRS and DAA believe that the new RAP form will encourage more comprehensive recruitment plans and will enhance the effectiveness of all recruitments. Well developed RAP forms will also assist in planning future recruitments.

If you have questions, please contact Joe Cissell, DMRS' Coordinator of State Recruitment (608) 266-1728; Al Spears, DMRS' Director of Staffing Services (608) 266-7296; or Jim Lawrence, DAA Assistant Administrator (608) 266-1062.


ROBERT J. LAVIGNA
ADMINISTRATOR
DIVISION OF MERIT
RECRUITMENT AND SELECTION


GREGORY C. JONES
ADMINISTRATOR
DIVISION OF AFFIRMATIVE ACTION

Complete this form to document all open recruitments, servicewide promotional recruitments for classifications in underutilized job groups, and agency/unit promotional recruitments. Fully describe recruitment activities to ensure that recruitment plans are complete, coordinated, and documented for future recruitments and monitoring.

1. CLASSIFICATION TITLE/SUBTITLE: _____

AGENCY: _____

AGENCY PERSONNEL CONTACT: _____ PHONE: _____

ADDRESS: _____

IS THIS JOB CLASSIFICATION:

- Being Announced: ☐ Open ☐ Servicewide ☐ Agency ☐ Unit

(If either Agency or Unit go to Section 3)

- Date of COB/SEB Publication _____

- Approved to use the Critical Recruitment Program? ☐ Yes ☐ No

- Included in the Entry Professional Program? ☐ Yes ☐ No

- Delegated for staffing under a formal written agreement? ☐ Yes ☐ No

- Using a different plan than the last recruitment?
(For centered exams only.) ☐ Yes ☐ No

If yes, about what increase/decrease in the number of applicants do you expect and in what test cities? _____

(Attach an extra sheet if more room is needed)

2. Is this classification in an underutilized job group for this agency's affirmative action purposes?

Racial/Ethnic Minorities ☐ Yes ☐ No

Women ☐ Yes ☐ No

2a. If no for both, please go to Section 4.

2b. If yes for one or both, please obtain written approval of your recruitment plan from your agency's Affirmative Action Officer. (Section 5-B of this form.)

2c. If the classification is in an underutilized job group and you wish to recruit servicewide, attach your justification (area of recruitment analysis, s. 230.19 Stats.) to this form.

3. Agency/Unit Promotions

- ☐ Our agency's employment percentages for racial/ethnic minorities and female in the agency/unit applicant pool meet or exceed the availability of those groups in the job group with the vacancy. (Attach your justification (area of recruitment analysis, s. 230.19 Stats.) to this form and obtain written approval in section 5, Lines A and B.)

4. RECRUITMENT ACTIVITIES - FULLY DESCRIBE ALL ACTIVITIES - USE ATTACHMENTS IF NECESSARY

- A. Master Copy of COB/SEB Paragraph Needed? ☐ Yes ☐ No
(agencies will arrange for printing)

B. Personal Contacts by Program Staff

C. Mailing Lists Used

D. Contacts with Professional Associations

E. Conference/Convention Recruitment

F. Newspaper/Trade Journal/Press Release/Other Media Advertising (include run dates and names of the publications)

G. Contacts with Public/Private Colleges/Technical Schools

H. Related Employment Registers

I. Affirmative Action Recruitment Efforts Other Than Those Outlined Above (e.g. Meeting with Community-Based Organizations)

J. Recruitment Efforts For Veterans Other Than Those Outlined Above

K. Other Recruitment Activities (Specify)

DMRS ONLY:

TOTAL JOB ANNOUNCEMENTS FOR DMRS DISTRIBUTION AND FILES

5. APPROVAL SIGNATURES

A. _____ DATE: _____
Agency Personnel Representative

B. _____ DATE: _____
Agency Affirmative Action Officer

C. _____ DATE: _____
DMRS Staffing Analyst